

PCA – Process Case Management Agency Projected Cost Report

Purpose: Review the cost report and calculate monthly interim rate for Case Management Agencies. The pro-forma Form 470-0664, POS Cost Report is due at the beginning of the provider's current fiscal year and should represent projected cost for twelve months.

Identification of Roles:

1. Accounting Assistant – reviews the cost report to determine if all the necessary information was completed and received. Imports/data enters cost report. Also reviews the reported items to make sure it foots and ties out to supporting documentation.
2. Staff Accountant – performs review of cost report and calculate monthly interim rate.
3. Supervisor/Manager – performs final review.

Performance Standards:

Settle cost reports within twelve months after receipt of the financial and statistical report.

Path of Business Procedure:

- Step 1: Cost reports are submitted by case management providers. Mailroom receives Cost Report and scans into On-Base or e-mail with electronic attachment is received directly by Provider Cost Audit. If electronic version is received in the mailroom, then the disk is sent to Provider Cost Audit.
- Step 2: Postmark date of Cost Report is scanned into On-Base.
- Step 3: Receive notification from On-Base that cost report is ready for processing.
- Step 4: Receive hard copy or electronic version of cost report from mailroom.
- Step 5: Log receipt of Cost Report.
- Step 6: Send "Cost Report Acknowledgment" letter to agency. Letter is located on the Provider Cost Audit share drive.
- Step 7: Enter cost report data into the Iowa Medicaid Cost and Rate System (IMCARS).
- Step 8: Review Cost Report for mathematical accuracy and completeness.
- Step 9: Compare current year projected amounts to prior year actual amounts to identify areas of increased cost projection.
- Step 10: Determine if the Pro forma Cost Report is reasonable after analytical review.
- Step 11: Log support staff review complete date.

- Step 12: Calculate monthly interim rate in IMCARS for the provider and prepare rate notification.
- Step 13: Perform final review.
- Step 14: Send notification of interim rate to agency.
- Step 15: Send rate file with effective date to Medicaid Management Information System (MMIS) and Individualized Services information System (ISIS).
- Step 16: Log date report sent.

Forms/Reports:

1. Form 470-0664, Case Management Cost Report
2. Interim Rate Report

RFP References:

6.7.1.2b

Interfaces:

Medicaid Management Information System (MMIS)
IME Core Unit

Attachments:

Form 470-0664 –

<http://www.ime.state.ia.us/docs/470-0030.xls>